



DEPARTMENT OF DEFENSE  
MONTGOMERY MILITARY ENTRANCE PROCESSING STATION  
705 MCDONALD, MAXWELL AIR FORCE BASE GUNTER ANNEX  
MONTGOMERY, AL 36114-3110

MEMORANDUM FOR Director of Contracting

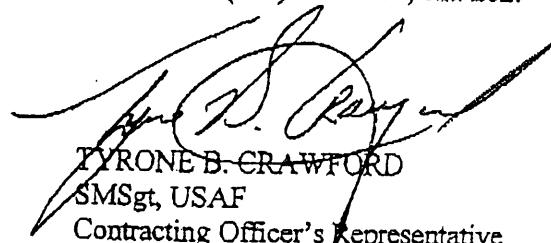
8 Jul 04

Attn: ATZK-DCA (Rodney Meeks)  
Bldg 1109B, Rm 250  
Fort Knox KY 40121-5000

FROM: Montgomery MEPS

SUBJECT: Contract Number DABK21-03-D-0041

1. Inspection of subject contract was performed for the period 1 - 30 Jun 04 in accordance with the contract's Statement of Work and Surveillance Plan to determine compliance with the performance requirement summary.
  - ( ) a. Performance for the month was satisfactory.
  - (x) b. Performance for the month was unsatisfactory. Inspection checklist with supporting documentation is enclosed.
  - ( ) c. Other remarks. See attached inspection checklists
2. POC is the undersigned at DSN 596-6377, ext. 202; or commercial (334) 416-6377, ext. 202.



TYRONE B. CRAWFORD  
SMSgt, USAF  
Contracting Officer's Representative

**RECEIVED**

NOS 91 J.

Attach 4

8

INSPECTION CHECKLIST FOOD SERVICE FACILITY For use of this form, see USMEPCOM Reg 715-3				
CONTRACT NUMBER		CONTRACTOR	QAE/COR	DATE
DABK21-03-D-0041		Guesthouse Inn & Suites Montgomery AL	Jack Weldon	29 JUNE 04
ITEM	CONTRACT SPEC NO.	SAT	UNSAT	REMARKS
General: Screens				
Floors	Cleaned immediately ✓			floors in kitchen dirty
Work Areas	New <del>ceiling tiles</del> ceiling tiles complete by 7/11/04 ✓			ceiling tiles broken/dirty - missing; wall needs repair
Serving Areas:				
Steam Tables	Cleaned immediately ✓			old food in steam tables (water containers)
Proper Utensils	✓			
Food Receptacles	✓			
Dishes	✓			
Tableware				
Food Preparation Area:	Cleaned immediately			Empty used cups and drinks
Refrigerators	Cleaned immediately ✓			on refrigerators old dish rags stored on service
Freezers				
Dry Storage Rooms	Cleaned immediately ✓			cookies stored on floor under service tables
Floors	Cleaned immediately ✓			Rotten fruit on floors in Freezer Area
Tables, Sink & Racks	✓			
Meat Blocks	Replace with paper towels	✓		dish towels under meat cutting block
Hand Washing Facilities	✓			
Toilet Supplies	✓			
Toilet Doors	Replace door by 7/10/04 ✓			Door on toilet in kitchen will not close
Dining Areas:	Replaced immediately ✓			dirty Table cloths/food under the tables
Tables				fruit flies everywhere
Chairs	Repaired wall & painted			wall has holes need trim replaced
Plate/Trays	✓			
Food/Drink Receptacles	✓			
Tableware	✓			

USMEPCOM Form 715-3-6-R-E, 1 Jun 95

Previous editions of this form are obsolete

Note: Kitchen walls + ceiling schedule for painting  
on 7/12/04 and to be completed by 7/26/04.

Page 2 of 2 Pages

## INSPECTION CHECKLIST FOOD SERVICE FACILITY

CONTRACT NUMBER	CONTRACTOR	QAE/COR	DATE	
DABK21-03-D-0041	Guesthouse Inn & Suites Montgomery AL	Jack Weldon	29 Jun 04	
ITEM	CONTRACT SPEC NO.	SAT	UNSAT	REMARKS
Dining Areas (continued)				
Napkins		✓		
Dispensers		✓		
Equipment:				
Dishwashing Equipment		✓		
Milk Dispensers		✓		
Stoves/Ovens	Cleaned immediately	✓		grime and bugs on the back top of ovens
Food Containers		✓		
Deep Fryers				
Grills	Ordered new pot holders 7/10/04	✓		old dish rags stored in the grill area
Garbage Containers		✓		
Grease Traps (if applicable)		✓		
Food Transportation Equipment (if applicable)		NA		
Employees:				
Clothing		✓		
Helmets		✓		
Preamployment Medical Exam		✓		
Fire & Safety:				
Fire Extinguishers		✓		
Smoke Alarms		✓		
Electrical Wiring/Outlets Fire Hazard	Replaced immediately	✓		cover missing on breaker box

**FAX****FAX****FAX****FAX****FAX****COMMAND MANAGEMENT SERVICES, INC.**DATE: 14 JULYTIME: 15:23

TO: Tom Moore, guest FROM: Ruth Myers  
OF: Embassy Suites FAX #: 1-702-893-0378  
# OF PAGES: 8  
(Including cover sheet)  Urgent  For Review  
 Please Reply

RE: \_\_\_\_\_

MESSAGE: Please hold for  
Mr. Moore. He should  
be arriving around 7:00 PM  
tonight.

*Thank you -***COMMAND MANAGEMENT SERVICES, INC.**411 SW 2<sup>ND</sup> AVE., STE 200

PORTLAND, OR 97204

503-224-5600

503-226-1359 FAX